

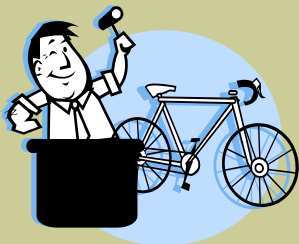
# Brickyard News

## Special points of interest:

- Personnel Updates
- Helpful Hints
- LPAA Training News
- September Training Schedule

## Auction Information

The next auctions will be held on September 14 & October 12. Remember you can view the items at the auction site three days prior to the auction date. For a copy of the auction brochure and buyers guide, please view our website the week of the auction.



LA Property Assistance Agency  
P O Box 94095  
1059 Brickyard Lane  
Baton Rouge LA 70804-9095  
(225) 342-6849 Main  
(225) 342-6853 Compliance  
(225) 342-6855 Fleet  
• [www.doa.louisiana.gov/lpaa](http://www.doa.louisiana.gov/lpaa)

## *Louisiana Property Assistance Agency*

### Personnel Updates: New Faces



#### **We have lots of new people in new places here at LPAA!**

Compliance Supervisor Tom Lohman has retired and we are extremely happy that **Andy Collier** has been selected to take his place! Andy can be contacted at 225-342-6852 or [Andy.Collier@la.gov](mailto:Andy.Collier@la.gov)

**Questions about auction items?** Your new contact is **Kayleigh Hawkins**. She has been selected to take over Evie Matthew's Position. Kayleigh can be contacted at 225-342-6854.

**Surplus Vehicles?** Your new contact is **Jasmine Fontenot**. She has been selected to take over Vera McClain's Position. Jasmine can be contacted at 225-342-6833.

**Coming to shop in the warehouse?** The new face you'll see at the warehouse window is **Courtney Coleman**. Courtney can be contacted at 225-342-9757.

**Visiting the front office? Calling the main phone line?** The new face you'll see at the front desk is **Ferris Peters**. Ferris can be contacted at 225-342-6849.

### Helpful Hints

- It is important to remember that certifications must be turned in before close of business on the designated due date. However, if a copy was sent in, then the original must be received to your compliance officer within 5 days of the original due date.
- When completing a form from LPAA that asks for the Agency Number, this is different from the Isis number. The agency number is the 5 digit number that you use in the Asset Management System. For example, the agency number for LPAA is 24821.
- The **As Of Report** is now back on the Reports Page. The report can be run by all Property Managers and anyone else that has Agency User Access.



## Helpful Hints Cont.

- In order to properly designate someone as Property Manager, they must first be listed as a user in the Asset Management System. We have been receiving numerous property manager designation requests for individuals who are not yet registered in the system as an AMS user. If the new property manager is also a new AMS user then the **Property Manager Designation** form must be accompanied with a **User ID Request Form**. All of these forms can be found on our website in the Online Forms section or upon request by e-mailing Whitney Williams at Whitney.Williams@la.gov.

## LPAA Training News


LPAA is introducing a new class called Certification and Audit Preparation, which will be added to the training schedule beginning in September. This class will give you a step-by-step walk through on how to conduct your annual inventory certification from notifying LPAA, preparing paperwork, completing the packet, and mailing the packet in. The audit preparation portion of the class will give you insight on how LPAA conducts an audit, what to expect, and what the auditors are looking for. This very informative class will be offered with each set of training classes.



## September Training Schedule



The **training schedule** has been set for September. If you would like to attend property/fleet or AMS training, you can sign up through LPAA's website at [www.doa.la.gov/lpaa/training.htm](http://www.doa.la.gov/lpaa/training.htm). The dates and times of each class are listed below:

Type	Instructor	Location	Date	Time
AMS 8	Whitney Williams	LPAA	September 25 , 2013	8:30 am — 11:30 am
Property Rules & Regulations	Rebecca Kleinpeter	LPAA	September 25 , 2013	12:30 pm — 3:30 pm
Fleet Rules & Regulations	Rebecca Kleinpeter	LPAA	September 26, 2013	8:30 am — 11:30 pm
 Certification & Audit Prep	Rebecca Kleinpeter	LPAA	September 26, 2013	12:30 pm—3:30 pm

If you have any questions that you would like reviewed in detail in the Brickyard News, send an email to [whitney.williams@la.gov](mailto:whitney.williams@la.gov).

